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State EMS Advisory Board Meeting
August 9, 2002
Hilton Richmond Airport

Attendees: Donald Barklage; Earl Carter; Scott Chandler; Chip Decker; Margaret Dolan, M.D.; James Hurlock; Richard Johnson; George Langford; Joanne Lapetina, M.D.; Buck Maddra; Genemarie McGee; David Palmer; Michael Player; Linda Sayles; Kent Weber; Claude Webster; and Carl Wentzel, M.D.

Not Present: Thomas Harvey; Elizabeth Jo Martin; Stewart Martin, M.D.; John Snyder; Robert Stout; and Jeffrey Young, M.D.

Others Present: Kenneth Updike; Michael Berg; David Cullen; Rob Logan; Linwood Pulling; J. David Barrick; Matt Painter; Tina Skinner; Chris Slemp; Petra Menzel; Jimmy Burch; Jon Donnelly; Melissa Doak; Stephen McNeer; Timothy Kimble; Ken Clark; Gregory Neal; Dan Fermil; Barry Jacobs; Jennie Collins; Gary DuBrueler; Michael Augustl; Melinda Duncan; Carol Morrow; Lewis Thomas; Jason Campbell; Mary Kathryn Dixon; Carol Gilbert, M.D.; Gary Brown; Scott Winston; and Irene Hamilton

Call to Order - Dr. Lapetina, Chair, called the meeting to order.

Approval of the Minutes: The minutes were approved as presented.

Chairman's Report: Dr. Lapetina thanked everyone for coming to the meeting. This is her last meeting as Chair; and she is chairing the meeting only because the new appointments have not been made.

Office of EMS Report to the Board:

Mr. Brown referenced the Quarterly Report to the State EMS Advisory Board that gives a recap of the Office of EMS activities during the last quarter. Mr. Brown discussed the budget crisis that the Commonwealth of Virginia is experiencing; and discussed the impact that the budget crisis might have on the EMS. A major concern is the possibility that the Office of EMS might not be exempt from having to submit a budget reduction plan. All funds, including special funds, are subject for review by the Governor's office and the Department of Budget and Planning. The Office of EMS expects to have to provide a lot of information to the Budget Office regarding their \$3.2 million general fund. In regards to the \$3.2 million, the Budget Office will be looking at what has already been spent or allocated.

Since the May meeting of the Advisory Board, the Office of EMS has developed a budget for the \$3.2 million. The following motion was made and properly seconded regarding the budget plan submitted by the OEMS for the \$3.2 million dollars.

MOTION: The State EMS Advisory Board supports the budget developed by the Office of EMS and approved by the EMS Funding Task Force for distribution of the \$3.2 million dollars.

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The Chair opened the floor for discussion. Hearing no discussion, the vote was taken.

Yeas = 16; Nays = 1. The motion carried.

The 2002 General Assembly passed HB 587 that requires all Boards, Councils and other public bodies to post minutes on the Internet. The Office of EMS has been working to develop a standard format for all of the standing committees and the Advisory Board. Draft minutes have to be posted no later than 10 working days after the meeting. Final approved minutes must be posted within three working days of the final approval of the minutes.

Mr. Brown recognized the Regional Councils and Don Wilson for their help in putting together an AED HRSA Grant Request. OEMS should know in September if their grant request is funded. Mr. Brown also recognized Karen Head who submitted the Trauma Systems grant, and the Office of EMS did get funded for \$40,000.

Mr. Brown still wants to schedule a retreat for Board members, staff and other interested parties to start working on activities such as the revised EMS Plan to the Commonwealth and the 2003 General Assembly.

The EMS Award nomination application packets have been mailed. The deadline for submissions is August 23. Regional directors, members of the board, and the audience are encouraged to put forth nominations for the awards.

EMS Symposium brochures are available and have been mailed. Board members who want to attend the Symposium should submit their registration form and their registration fee will be waived; also the Office of EMS will cover one night's lodging for Board members.

Mr. Winston recognized Kenny Updike for his hard work in helping Don Wilson with the HRSA Grant for AEDs. Mr. Winston also asked Dave Cullen to introduce two new program representatives, Tim Kimble and Steve McNeer. Steve will cover the Thomas Jefferson region and the Metro-Richmond sub-council that includes the I-64 and Route 29 corridors. Tim Kimble covers the entire Rappahannock EMS Council and also the Peninsulas EMS Council.

Mr. Brown and Mr. Winston attended the Atlantic EMS Council Meeting in July in Annapolis, Maryland. Mr. Winston gave an overview of the meeting and the topics of discussion.

Homeland Security- They discussed Homeland Security and the efforts of the President to develop the Department of Homeland Security and what that would mean to EMS. There is an effort to make EMS more visible around the table through definitions in the federal regulations about what an emergency responder is and isn't. Currently, there are a couple of slight variations in Congress as to what the Department of Homeland Security

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will entail; as well as the President's bill on Bioterrorism Response Act 2002. FEMA / HHS / DOJ-Office of Domestic Preparedness are some of the federal agencies involved and focusing on areas of bioterrorism.

EMS Trauma Systems Development Act Renewal- There was also a representative, a health policy person, from Senator's Kennedy's office who talked about the preauthorization of Title XII EMS Trauma System Development Act. This development act establishes programs for improving trauma care in rural areas. Grants, such as the \$40,000 received by OEMS, are available to states to develop and update trauma and EMS Systems plans.

NHTSA, Region III "Checkpoint Strikeforce" - The Region III NHTSA Coordinator was in attendance also. There is an intervention program going on for the next six months throughout the area involving five states (Delaware, Maryland, Pennsylvania, Virginia, and West Virginia) and the District of Columbia. It is an alcohol awareness program and the primary focus is on sobriety checkpoints. This program is called "Checkpoint Strikeforce" You Drink and Drive. You Lose.

OPS-ERP - NHTSA is also working on a program called OPS ERP (Occupant Protection Strategies Emergency Response Personnel) that is a four-hour awareness program that will be piloted in Maryland this year, November 2002. It is essentially a program that is aimed at emergency response personnel that will cover areas like crash dynamics, mechanism of injury, airbags, child passenger safety, transporting children in ambulances, etc.

Basic Medical Response to Terrorism - This program is being sponsored by NHTSA. There are a number of agencies involved in the development of this program, American Public Health Association, National Association of EMS Physicians (NAEMSP), and the National Association of State EMS Directors (NASEMSD). The program primarily augments existing programs. It deals with basic awareness of response required for healthcare providers (Emergency Responders, Public Officials, and Emergency Managers); and the risks, threats, and planning initiative for community response. The two principle officers of that program are both physicians, Dr. Tom Blackwell of Charlotte, NCC – Hospital of the Carolinas; and Dr. Jon Krohmer of Michigan State University.

Secure Virginia Initiative – Mr. Brown and Mr. Winston also recently attended a meeting of the Secure Virginia Initiative. Mr. Winston discussed the highlights of the meeting:

1. *Secure Virginia Initiative – Governor Warner established the Secure Virginia Initiative.*
2. *Employer Validation of Foreign Workers Eligibility*
3. *Emergency Alert System Enhancements*
4. *Designation of Permanent Web-site for Communicating With the Public During Emergencies and Disasters*

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5. *Technology Improvements*

6. *Health and Medical Improvements*

Governor Warner recently met with the Governor of Maryland and the Mayor of District of Columbia and Homeland Security Advisor Governor Tom Ridge and they had a summit on Homeland Security. They discussed how to better coordinate preparedness activities, decision-making and information sharing. Out of that summit came here is a big push now to encourage citizens to get involved. Along those line the Secure Virginia Initiative has a group Citizen Prepared and Involvement. Gary has asked Scott to be a contact on the Citizens efforts. Gary received a call from the Governor's office and there will be a meeting next week with other state agencies regarding these efforts.

Department of Fire Programs Legislative Summit - Mr. Brown said that he and Scott were invited to a legislative summit a few weeks ago, that was sponsored by the Department of Fire Programs and the Virginia Fire Services Board. There were ten legislative proposals that were presented at this legislative summit for discussion purposes. Out of the ten, Mr. Brown specifically addressed two issues that directly affected EMS. One proposal was regarding the past General Assembly session legislation that increases motor vehicle registration from \$2 to \$4; and in 2002 that entire amount comes to EMS as prescribed in Section 461.2 the Commonwealth Code. The proposal from the State fire Chiefs Association of Virginia was intended to include specifics for Fire as a guaranteed percentage for receipt of \$2-For-Life funds within the HB language. The other legislative proposal was to add a Virginia Professional Firefighters Association position to the State EMS Advisory Board. Mr. Brown told them that he wasn't sure if the Administration would be agreeable to increasing the size of the Board considering the Board was just downsized in 1996. For now, both of those proposals have been tabled.

Proposed State EMS Advisory Board Meeting Dates for 2003 – The Office of EMS is in the process of securing proposals from Richmond area hotels for meeting space for the Advisory Board for 2003. The proposed meeting dates are February 6-7, 2003; May 8-9, 2003; August 7-8, 2003; and November 13-14, 2003 and are subject to change based on the meeting location that is secured.

State EMS Medical Director's Report:

Dr. Gilbert gave an overview of the Trauma System Implementation Grant and recognized Karen Head for working on the grant. The grant does have some stipulations. Grant recipients must have a trauma system plan in place. Currently, OEMS does not have a state plan. The grant provides funding for developing a plan. Further funding will go to statewide trauma education efforts as well as plan implementation.

Board members received four documents: 1) Model Trauma Care System Plan; 2) Skamania Symposium 1998; 3) Trauma Performance Improvement (American College of Surgeons); and 4) Trauma System Agenda for the Future. In addition, the Board members will be getting four additional documents. The Trauma Plan has to be developed using the Model Trauma Care System Plan as a template and taking the issues

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in the other documents into consideration; as well as using stakeholders in the system. The Board members are the stakeholders.

Dr. Gilbert discussed the timeline involved in developing the plan.

Mid-August	Staff draft of Virginia Trauma System Plan to workgroup; incorporation of workgroup recommendations
September	Draft #1 to Trauma System Oversight & Management Committee
September / October	Incorporate committee and stakeholder recommendations
November	Draft #2 to EMS Advisory Board for input. Post draft on web site to solicit additional input.
December	Final Plan presentation, approval by Trauma system Committee.
January	Advisory Board approval.
January / February	Board of Health approval.

Nominating Committee - Buck Maddra

The Nominating Committee said that in lieu of two thirds of the Board being up for reappointment, they felt it more appropriate to wait until the Governor has made his decision about the appointments; hopefully within the next few days; before they come up with a slate of nominees. The Nominating Committee will meet as soon as possible after the Governor has made his appointments and come up with a slate of officers.

Communications Committee - Scott Chandler

The committee met this morning. They had no action items. Their primary focus has been to address those activities that they have been working on over the past year. Their next meeting is scheduled October 17.

F.A.R.C. – Chris Slemp

F.A.R.C. met in June in South Hill. At that time they awarded \$2.3 million in grants. Of that, \$1.8 million went to RSAF. Mr. Slemp gave a complete breakdown on how the monies were allocated. 66.6 percent went to vehicles; 15.6 percent went to defibrillators; and 8.3 percent went to communications equipment; and 9.5 percent went to other equipment and training grants.

There is a vacancy on the F.A.R.C. committed created by Tommy Fuqua's resignation. Tommy Fuqua was representing the Western region, and he still had a year left on his term when he resigned. They have three nominees to replace his seat: 1) Kevin Dillard – a past Chairman of the F.A.R.C.; 2) Karen Wagner – VAVRS President; and 3) Neil Stallings – former Program Representative in the Office of EMS.

George Langford made the following motion.

MOTION: The State EMS Advisory Board support the nomination of Kevin Dillard to replace the seat vacated by Tommy Fuqua on the Financial Assistance Review Committee.

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The motion was properly seconded and the Chair opened the floor for discussion. David Palmer asked how much time was left on the term vacated by Tommy Fuqua. Mr. Slemp said that there was one year left on Mr. Fuqua's term. There was some question as to whether Kevin Dillard should only fill the remainder of Mr. Fuqua's term or whether he should serve a complete two-year term. Gary Brown checked the by-laws and concluded that Kevin Dillard would only be eligible to fulfill the remainder of Tommy Fuqua's term. Based on this information, Claude Webster offered the following amended motion.

MOTION: The State EMS Advisory Board supports the nomination of Kevin Dillard to represent Western Virginia EMS Council on the Financial Assistance Review Committee through the term formerly held by Tommy Fuqua.

The motion was properly seconded and the Chair opened the floor for discussion. There was some discussion as to whether Mr. Dillard should be representing the Western EMS Council since he does not come from the Western district. Hearing no further discussion, the Chair called for the vote.

Yeas = 15; Nays = 1. The motion carried.

Chris Slemp also reported that F.A.R.C. plans to change their format for conducting meetings in the future. In the future, F.A.R.C. will not be having the tours of the agencies in conjunction with the awards. In the future, the meetings will be here in Richmond; and they have been consolidated to a one-day process. The Department of Emergency Management is beginning a grant process. They have met with Carol Morrow and Gary Brown to review the process used by F.A.R.C. and may implement a similar program.

CISM – Linda Sayles

CISM has no action items. Just some informational items. Linda Sayles thanked Linwood Pulling and Carol Morrow for coordinating an excellent CISM Conference in Virginia Beach this year. She also thanked EMSC for sponsoring Patty White for the CISM Conference.

EMS Emergency Management Committee - Mike Player

The committee has no action items; but does have some informational items. On May 15 and July 10 they had meetings to work on Modules III and IV. They will test these modules at the Symposium in November. The CONTOMS Program is a Tactical Medic Program that is available through the FBI. The program has become very popular and has a waiting list. To reduce the waiting list, OEMS is using national criteria to offer tactical medic courses for medics or entry teams.

There are many tactical medics that are utilized in terms of the police tactical units that are not part of the entry team and do not carry weapons. There is a need for that kind of training as well. The Office of EMS got together with several local departments and the

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Department of Fire Programs and the Department of Criminal Justice and put together a course that has been tested at Fort Pickett in May. They found some areas that need to be continued to work on. That committee is meeting to further develop the curriculum for that program. That program is looking for funding.

Lloyd Runnett representing the Henrico Division of Fire presented a Position Paper developed by the ad hoc group for the handling of special events in the Commonwealth for the Advisory Board's approval. Chip Decker made the following motion, and it was seconded by Dave Palmer. The Special Events ad hoc committee was formerly recognized by the State EMS Advisory Board on August 3, 2001. The group set out to establish some basic criteria for special events, looking at EMS throughout the Commonwealth for Special Events.

The following motion was made and properly seconded

MOTION: The State EMS Advisory Board recommends that the Position Paper developed by the Special Events ad hoc committee and included as Attachment C of the State EMS Advisory Board for August 9, 2002 be adopted.

The Chair opened the floor for discussion. There was some discussion as to the purpose of the position paper and whether there needed to be further study of the situation before adopting this position paper.

Yeas = 15; Nays = 0; Abstentions = 1

EMS For Children - Dr. Dolan

The Committee met on yesterday. They have no action items but several informational items. There is a correction to the minutes. "Children through the age of five and up to the age of six must be in child restraint devices.

The American Academy of Pediatrics has submitted three names for the vacant seat on the State EMS Advisory Board.

At the last meeting of EMSC the position for Pediatrics was approved on the Human Resources and Training Committee. It is intended that the Chair of the EMS for Children Committee will make the recommendation for the representative on the Human Resources and Training Committee.

EMSC funded Dr. Patty White at the recent CISM Conference. EMSC is also working with the Department of Education and the School Nurses and is putting together a one-day course on disaster preparedness in schools that will be presented at the Virginia Association for Schools conference in October. There is an organization called "Care Connection for Children" that provides a liaison service for children with special health care needs. Petra Menzel met with the VCU/MCV Care Connection for Children

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coordinator regarding the EMS Outreach program. The EMS Outreach program prepares local 911 providers to care for special needs children in an emergency situation before an emergency occurs.

The next EMSC meeting is scheduled on Thursday, November 14, 2002.

There is a regional symposium of the Mid Atlantic EMS for Children statewide organization on October 10. Eight physicians will be in attendance.

Evaluation Committee - Dave Cullen

They have some informational items and no action items. A letter went out to approximately 213 EMS agencies that have not submitted any data for two years warning them that they were not in compliance. Also, the OEMS web page has sample information that has been collected.

Human Resources and Training – Joanne Lapetina, M.D.

Dr. Lapetina has two informational items; no action items. The ALS Rollouts have started and have been very successful thus far. The next one is 24th and 25th of August in Richmond, Virginia. Warren Short has filled a vacant position in the Office of EMS, Norma Howard.

Medevac Committee – Genemarie McGee

The Medevac Committee met on July 31. They have no action items, but several informational items. Michael Player, chair of the State EMS Emergency Management Committee, addressed the committee; and discussed air operations during emergency events based on what happened at the Pentagon. A sub-committee has been established to address issues and start writing an outline for air operations occurring during emergencies.

Cellular towers are causing a significant problem for air medevac services in the State of Virginia. This is because towers are only required to be lit if they exceed 200 feet. This presents a problem for helicopters because the majority of the towers in VA are only 150 feet. Ed Land from VDOT attended the meeting, and the committee asked Ed Land what they could do to manage the problems. The Medevac Committee is going to compose a letter to Mr. Land indicating the towers that they would like to see lit.

The committee also talked at length about trauma systems and how air medevac fits into that and they will be drafting some documents regarding that issue. The committee also had a lot of discussion about utilization review and the respective study that they may be doing in the State of Virginia that is looking at utilization of medevac and other places that are underserved by medevac; and a subcommittee has been established that will be meeting on that issue.

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The next meeting of the Medevac Committee is scheduled on October 16 at 10:30 a.m. at the Office of EMS.

Medical Direction Committee – Dr. Carol Gilbert

The Medical Direction Committee has not met since the last EMS Advisory Board meeting. The next meeting will be held on September 25, 2002.

Regulation and Policy – Claude Webster

The Regulation and Policy Committee met yesterday. They have no action items; but they do have some informational items. The proposed Regulations have been presented to and approved by the State Board of Health. They have now been forwarded to Department of Planning and Budget and will stay there for a minimum of 14 days. Historically, the Department of Planning and Budget can request an extension; and they can stay there an additional 14 days. After leaving the Department of Planning and Budget, the proposed Regulations go to the Secretary of the Commonwealth who is very efficient. They will probably not stay there any longer than seven days. They are forwarded by the Secretary of the Commonwealth to the Governor's office. The Governor's office can hold them until they feel that it is in the best interest of everyone to sign it. The target date for the implementation of the new regulations is January 1, 2003. There are some sections that have a grandfather clause for specific requirements that are applicable to EMS agencies. There are also two sections, the AED and the Communications section that will not go into effect until January 1, 2004.

In addition to the Policy and Regulations that have gone through, the staff has worked very diligently on the Compliance Manual. The committee received the first draft of that Compliance Manual on August 8, 2002. The committee plans to review the draft themselves and bring their recommendations back to the staff within 30 days. They plan to have a second draft in better form that can be distributed to the agencies in October or November.

The third item that the committee has been charged with is the development of the Code of Ethics paper. The committee does have a first draft that is being used by the committee now. The committee expects to have a second draft sometime in October. At that time, they will reevaluate what they have prior to bringing it to the Board for any type of action. In addition to the Code of Ethics Paper, the committee is also looking at two additional items. The compliance manual to the regulations; and what issues they may have to deal with in regards to regulatory or disciplinary actions. If anyone has any suggestions, ideas or comments in reference to what they feel should be included in the Code of Ethics for this group, the committee would welcome your ideas. Individuals with comments should contact Mr. Dave Cullen of the Office of EMS.

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Transportation Committee - George Langford

The Transportation Committee has no action items; just informational items. The committee has begun to work on the June contract for ambulances. If anyone has any items or suggestions that they would like to see changed or included in the contract please let the committee know as soon as possible. The committee is going to have a special meeting August 23. The Transportation Committee lost one of their members, Tim Kimble, who is now working for the Office of EMS. The committee has several vacancies on the Transportation Committee.

Trauma System Oversight & Management - Karen Head

The committee met last on June 6. The committee is looking at the issue of team composition. We currently take Trauma of a General Surgeon, Emergency Physician, Critical Care Nurse and an Administrator. As each season comes upon us, it is more and more challenging to find a pool of qualified people who have not reviewed every facility in Virginia with the exception of their own region. There are other state models and the American College of Surgeons model under consideration. They are continuing to work on the Statewide Trauma Registry. They have the existing registry in house. They are writing download filters for a number of hospitals that are using the stand-alone applications. They are continuing to work with the Office of Information Management on an Internet based trauma registry program which will be a merged registry combining the statewide trauma registry, as well as rehab services brain – spinal cord injury registries. The initiative was started years ago. This initiative is really to replace paper forms for 75 hospitals. Karen Head went on record thanking Petra Menzel for her help and work on the Trauma- EMS Systems Implementation Grant. They are in the process of updating the 1998 Healthcare Resource document. It is statutory mandate that came out in 1998 trauma system legislation. They hope to have that published and distributed in October. In terms of the Poison Control System, they have just entered the first of five year-to-year contract extensions. The next meeting is September 5.

Regional Council Executive Directors - Rob Logan

The Regional Council Executive Directors met on August 8. Two informational items. The Regional Council Directors has an award, established several years ago, to recognize a member of the Office of EMS staff who they feel that has gone above and beyond in customer service and assisting the regions and agencies and the other constituents that they serve. On August 8, 2002, they presented the award to Ernestine Sutton, a Program Support Technician in the Training Division with the award for 2002.

In regards to the Diversion Notification System, they have now received letters of intent from some 35 hospitals, a very substantial portion of the hospitals in Virginia. They met today with the four participating regions, Tidewater, PEMS, ODEMSA and Western. The Councils feel that once they have the system up and operational they will be able to demonstrate to other hospitals in the state and other facilities the benefits of the system. The Council Directors are now in a process of moving to the place where they will be

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negotiating final product pricing with the vendor. They are proposing to meet and obtain the pricing within the next 30 days.

Public Information and Education Committee - Gary Brown

Success Stories Video –One program to be highlighted is the placement of AEDs in sheriff’s cars in Amherst County. John is working with Connie Purvis, Blue Ridge EMS Council, and Terry Coy, Office of EMS, on producing this story this summer. Other possible story ideas are Citizens Fire Academy and Virginia Tech Rescue Squad.

Recruitment and Retention Campaign –The committee offered these suggestions for the \$75,000 recruitment campaign that will be initiated by the Office of EMS. These include: encourage EMS agencies to offer free EMT classes and feature this in the campaign as this attracts new members; piggy back on the “hero” theme as we are still in the post 9-11 phase; look into the corporate outreach project in Colorado; and expand on senior recruitment to handle administrative functions by including a job description in the recruitment campaign package.

PUBLIC COMMENT PERIOD

None.

OLD BUSINESS

None.

NEW BUSINESS

Chip Decker was concerned as to how nominations are handled by the EMS Advisory Board and the Nominating Committee. He suggested that there needed to be some clarification as to how the Code directs the handling of nominations.

Mike Player asked that the Board go ahead and set the date for the special call meeting that Gary Brown suggested the Board probably would need to hold. The purpose of this meeting will be to elect officers, to begin the process of establishing the subsequent meetings of the Board to address legislative issues as well as the plan that needs to take place with regards to establishing a State EMS Plan; set the goals and objectives that tie into the funding; and by September they should have a clearer understanding of what issues they might have in regards to funding. Some members of the Board also requested that Orientation for Board members take place at this special call meeting; and that was added to the agenda of this call meeting, as well.

After much discussion on available dates, it was decided that the meeting would be held on **Tuesday, September 17 from 9 a.m. until 3 p.m. at the Office of EMS.**

Hearing no more business, the meeting was adjourned at 3:40 p.m.

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Respectfully submitted,

Irene M. Hamilton